



Why does King County have our own KC Substitute W9?

Supplier records in EBS/Oracle are used for more than just paying bills. The KC Substitute W9 collects information not found in the IRS W9.

Here's what we need:



- 1. **Physical Address:** When setting up a supplier for requisitions, we need to know where the supplier is doing business. Their physical location, not their PO Box, impacts the sales and use tax the County pays.
- 2. **Payment Address:** To send a check to the supplier, we also need their remittance address. This address is sometimes, but not always, the same as their physical address.
- 3. **Federal Tax Reporting:** We need to have the supplier's Federal tax information to satisfy the IRS W9 requirements.
- 4. **State Business License:** Business license information helps ensure that the supplier's licenses and registrations are up to date and that sales and use tax are being paid appropriately.

Talk to the Experts

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 KING COUNTY SUBSTITUTE W-9	Request for Taxpayer Identification number and Certification	Give form to King County. Do not send to IRS.
Name (as shown on Invoice)		
Business Type		
<input type="checkbox"/> Association <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Disregarded Entity		
<input type="checkbox"/> Division <input type="checkbox"/> Government <input type="checkbox"/> Individual		
<input type="checkbox"/> Limited Liability Company: Enter tax classification (C=C-Corporation, S=S-Corporation, P=Partnership) 		
<input type="checkbox"/> Non Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust/Estate		
Business Registration Information		
Enter where you are registered to do business and the corresponding State Registration Number		
State:	Registration Number:	
Purchasing Location Information		
Physical Address		
City, State, and Zip		
Remittance Information		
Remit Address (if different than above)		